

 <div style="display: inline-block; vertical-align: middle; text-align: center;">             United States Environmental Protection Agency              Washington, DC 20460           </div>		<b>Work Assignment</b>		Work Assignment Number <b>B-02</b>																																																																									
Contract Number <b>EP-C-08-010</b>		Contract Period <b>12/16/08 - 11/30/09</b> Base Period		(X) Original [ ] Amendment Number: Title of Work Assignment: <b>Two Day Decision Analysis Workshop</b>																																																																									
Contractor <b>Scientific Consulting Group, Inc.</b>		Specify Section and Paragraph of Contract SOW <b>Task 4</b>																																																																											
Purpose: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Work Assignment Initiation  <input type="checkbox"/> Work Assignment Amendment  <input type="checkbox"/> Work Plan Approval           </div> <div> <input type="checkbox"/> Work Assignment Close-Out  <input type="checkbox"/> Incremental Funding           </div> </div>				Periods of Performance From: CO Approval To: <b>08/30/09</b>																																																																									
Comments:																																																																													
<div style="display: flex; justify-content: space-between;"> <span>[ ] Superfund</span> <span>Accounting and Appropriations Data</span> <span>[X] Non-Superfund</span> </div>																																																																													
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>DC (Max 6)</th> <th>Budget (EYs)</th> <th>Appropriation Code (Max 6)</th> <th>Budget Om/Code</th> <th>Program Element</th> <th>Object Class</th> <th>Amount</th> <th>(Dollars)</th> <th>(Cents)</th> <th>Site/Project (Max 8)</th> <th>Cost Org/Code (Max 7)</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>							DC (Max 6)	Budget (EYs)	Appropriation Code (Max 6)	Budget Om/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	1												2												3												4												5											
	DC (Max 6)	Budget (EYs)	Appropriation Code (Max 6)	Budget Om/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)																																																																		
1																																																																													
2																																																																													
3																																																																													
4																																																																													
5																																																																													
<b>Authorized Work Assignment Ceiling</b>																																																																													
Contract Period: <b>12/16/08 - 11/30/09</b> Cost/Fee: LOE:																																																																													
Previously Approved: 300																																																																													
This Action:																																																																													
Total:																																																																													
<b>Work Plan / Cost Estimate Approvals</b>																																																																													
Contractor WP Dated : <b>2/23/09</b> Cost/Fee: LOE:																																																																													
Cumulative Approved: Cost/Fee: LOE:																																																																													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4" style="vertical-align: top;"> <b>Work Assignment Manager Name</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>Diana R. Bless</b>  <i>Diana Bless</i>            (Signature)         </div> <div> <b>3/3/09</b>            (Date)         </div> </div> </td> <td colspan="2" style="vertical-align: top;">           Branch/Mail Code: <b>SAB/466</b>            Phone Number <b>(513) 569-7674</b>            Fax Number <b>(513) 569-7111</b> </td> </tr> <tr> <td colspan="4" style="vertical-align: top;"> <b>Project Officer Name</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>Verla Sutton-Busby</b>  <i>Verla Sutton-Busby</i>            (Signature)         </div> <div> <b>3/3/09</b>            (Date)         </div> </div> </td> <td colspan="2" style="vertical-align: top;">           Branch/Mail Code: <b>ORD/ISS/8102R</b>            Phone Number <b>(202) 564-6808</b>            Fax Number <b>(202) 565-2910</b> </td> </tr> <tr> <td colspan="4" style="vertical-align: top;"> <b>Other Agency Official Name</b>  <div style="display: flex; justify-content: space-between;"> <div> <i>[Signature]</i>            (Signature)         </div> <div> <b>3/3/09</b>  <b>03/03/09</b>            (Date)         </div> </div> </td> <td colspan="2" style="vertical-align: top;">           Branch/Mail Code: <b>5 EB 1443</b>            Phone Number <b>513-569-7350</b>            FAX Number <b>513-487-2511</b> </td> </tr> <tr> <td colspan="4" style="vertical-align: top;"> <b>Contracting Official Name</b>  <div style="display: flex; justify-content: space-between;"> <div> <b>Renita Tyus</b>  <i>Renita Tyus</i>            (Signature)         </div> <div> <b>3/5/09</b>            (Date)         </div> </div> </td> <td colspan="2" style="vertical-align: top;">           Branch/Mail Code: <b>CPOD</b>            Phone Number <b>(513) 487-2084</b>            Fax Number <b>(513) 487-2109</b> </td> </tr> <tr> <td colspan="4" style="vertical-align: top;"> <b>Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)</b> </td> <td colspan="2" style="vertical-align: top;">           Date         </td> </tr> </table>						<b>Work Assignment Manager Name</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Diana R. Bless</b>  <i>Diana Bless</i>            (Signature)         </div> <div> <b>3/3/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>SAB/466</b> Phone Number <b>(513) 569-7674</b> Fax Number <b>(513) 569-7111</b>		<b>Project Officer Name</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Verla Sutton-Busby</b>  <i>Verla Sutton-Busby</i>            (Signature)         </div> <div> <b>3/3/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>ORD/ISS/8102R</b> Phone Number <b>(202) 564-6808</b> Fax Number <b>(202) 565-2910</b>		<b>Other Agency Official Name</b> <div style="display: flex; justify-content: space-between;"> <div> <i>[Signature]</i>            (Signature)         </div> <div> <b>3/3/09</b>  <b>03/03/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>5 EB 1443</b> Phone Number <b>513-569-7350</b> FAX Number <b>513-487-2511</b>		<b>Contracting Official Name</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Renita Tyus</b>  <i>Renita Tyus</i>            (Signature)         </div> <div> <b>3/5/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>CPOD</b> Phone Number <b>(513) 487-2084</b> Fax Number <b>(513) 487-2109</b>		<b>Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)</b>				Date																																											
<b>Work Assignment Manager Name</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Diana R. Bless</b>  <i>Diana Bless</i>            (Signature)         </div> <div> <b>3/3/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>SAB/466</b> Phone Number <b>(513) 569-7674</b> Fax Number <b>(513) 569-7111</b>																																																																									
<b>Project Officer Name</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Verla Sutton-Busby</b>  <i>Verla Sutton-Busby</i>            (Signature)         </div> <div> <b>3/3/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>ORD/ISS/8102R</b> Phone Number <b>(202) 564-6808</b> Fax Number <b>(202) 565-2910</b>																																																																									
<b>Other Agency Official Name</b> <div style="display: flex; justify-content: space-between;"> <div> <i>[Signature]</i>            (Signature)         </div> <div> <b>3/3/09</b>  <b>03/03/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>5 EB 1443</b> Phone Number <b>513-569-7350</b> FAX Number <b>513-487-2511</b>																																																																									
<b>Contracting Official Name</b> <div style="display: flex; justify-content: space-between;"> <div> <b>Renita Tyus</b>  <i>Renita Tyus</i>            (Signature)         </div> <div> <b>3/5/09</b>            (Date)         </div> </div>				Branch/Mail Code: <b>CPOD</b> Phone Number <b>(513) 487-2084</b> Fax Number <b>(513) 487-2109</b>																																																																									
<b>Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)</b>				Date																																																																									

**PERFORMANCE WORK STATEMENT (PWS)**

**Contract Number: EP-C-08-010**

**Work Assignment Number B-02**

**Title: Decision Analysis: Supporting Environmental Decision Makers  
Two Day Workshop – Cincinnati, OH – March 31, 2009 – April 1, 2009**

**Period of Performance:** Date of Issuance through June 30, 2009

**Estimate Level of Effort:** 300 Hours

**Work Assignment COR:** Diana Bless  
NRMRL, ORD, SAB  
USEPA  
26 W. Martin Luther King Dr.  
Cincinnati, OH 45268  
513/ 569-7674  
Fax 513/569-7111  
bless.diana@epa.gov

**Alternate Work Assignment COR:** John Abraham  
NRMRL, ORD, SAB  
USEPA  
26 W. Martin Luther King Dr.  
Cincinnati, OH 45268  
513/ 569-7124  
Fax 513/569-7111  
abraham.john@epa.gov

**Project Officer:** Verla Sutton-Busby  
USEPA – Wash, DC 20460  
Mail Code: 8102R  
Phone: 202-564-6808  
Fax: 202-565-2910  
Sutton-busby.verla@epa.gov

## **BACKGROUND**

Sustainable environmental decisions require a balance between environmental, economic, social, and political concerns. Integrating such diverse drivers, however, significantly increases the complexity and uncertainty surrounding the decision. To address the environmental issues that currently challenge the United States and the world, the EPA is striving to incorporate the technical environmental information it generates with economic, social, and political information in a balanced manner. While much effort has been spent on obtaining data and deriving technical information to inform environmental decision making, the use of this technical information in the decision making processes is often a haphazard process. The President's Council on Environmental Quality, the National Research Council, and EPA's Science Advisory Board has each encouraged EPA to improve its understanding of the environmental decision making processes and to ensure that the environmental information is appropriately considered in the derivation of national environmental policy. This workshop is a step towards that goal.

## **PURPOSE**

The purpose of this Work Assignment is for the Contractor to provide technical support for the preparation and conduct of the Decision Analysis workshop (2 days) to be held in Cincinnati, OH on March 31 – April 1, 2009. The primary goal of this workshop is to identify and explore decision analysis methods and techniques that can be developed and implemented in order to improve human health and the environment. Research by itself is an inefficient avenue for affecting environmental decision and research that cannot affect decisions (either through governmental policies, regulations, or local/state/regional development decisions) cannot affect human health and the environment. By identifying the research activities uniquely suited to the Office of Research and Development's capabilities and then providing this research within an appropriate decision analysis framework, the probability of that research influencing environmental decisions is significantly increased. The workshop will be sponsored by NRMRL and OSP who will provide advice and recommendations on the workshop agenda.

## **SCOPE OF WORK**

### **SPECIFIC TASKS:**

#### **Task 1: Work Plan Development and Work Assignment Management**

Within 15 days of receipt of this work assignment, the contractor shall submit a work plan that includes a description of the technical approach; the planned level of effort for each task by professional level; cost estimates for direct labor and other direct costs; and a schedule for significant milestones for deliverables.

#### **Task 2: Planning and Coordination of the Decision Analysis Workshop**

## **Task 2: Planning and Coordination of the Decision Analysis Workshop**

- 1.) The contractor shall discuss with the EPA WAM and co-project manager the scope of the procurement resolving any issues related to the content, format and manner in which this workshop will be conducted. EPA technical project consultants will be available to provide the necessary input(s) and information to satisfy the requirements of this task.
- 2.) The contractor shall solicit and find non-EPA speakers. The minimum qualifications and expertise of the non-EPA speakers will be provided by the EPA WAM. It is anticipated that approximately 16 non-EPA speakers will be required. The contractor shall contact the sixteen speakers and arrange for their travel, accommodations and per diem costs. EPA will be responsible for selecting the steering committee and conducting all steering committee business. The contractor may be required on an as-needed basis to participate in the steering committee meetings for logistical and informational needs.
- 3.) The contractor shall provide on-site meeting support including on line registration, sign-in, name tags, participant lists, setup, meeting logistics including presentation (computer), audio/visual aids, and webinar support: phone lines, email, video feed, slide shows, and documentation support of the meeting in collaboration with EPA. The day one presentations shall be video recorded. Day 2 breakout sessions shall be audio recorded.
- 4.) The contractor shall provide workshop announcements and handouts consistent with steering committee recommendations and forward any distribution materials to the EPA WAM for review and approval. Distribution materials will be printed by EPA. The contractor shall be provided mailing lists and distribution information in order to provide workshop announcement and handouts to the participants of the workshop.
- 5.) The contractor shall arrange for or prepare a bound document (handout) that will include: the final agenda, extended abstracts, speaker bios, and power- point presentation slides for day one. The contractor shall prepare a bound document (handout) that will include: case studies (provided by EPA steering committee), and, if possible, list of attendees for day two.
- 6.) The contractor shall distribute all handouts at the beginning of the meeting on March 31st, 2009.
- 7.) The contractor shall obtain from the EPA WAM an EPA evaluation form, distribute and collect attendees' comments to be developed into a summary evaluation report which will be included as part of the deliverable schedule.

- 8.) The contractor shall compile, edit and print the workshop's extended abstracts and power point presentations (hard and electronic copies). Both the abstracts and presentations shall be made available on-line at the EPA website.

### **Deliverable Schedule:**

- Task 1: Work Plan Due with 15 calendar days after receipt of work assignment
- Task 2-1: Discuss with the EPA WAM and co-project manager the scope of the procurement resolving any issues related to the content, format and manner in which this workshop will be conducted within 15 days of work assignment receipt.
- Task 2-2: Identify sixteen speakers/consultants with appropriate qualifications and expertise in the area of decision analysis. The contractor will arrange for their travel, accommodations and per diem costs. This shall be accomplished within 15 days upon receipt of the work assignment.
- Task 2-3: Provide on-site meeting support including online registration, sign-in, name tags, participant lists, setup, meeting logistics including presentation (computer), audio/visual aids, including webinar support: phone lines, email, video feed, slide shows, and documentation support of the meeting in collaboration with EPA. The day one presentations shall be video recorded. Day 2 breakout sessions shall be audio recorded. This shall be arranged within 15 days of receipt of the work assignment.
- Task 2-4: Provide workshop announcements and handouts consistent with steering committee recommendations and forward any distribution materials to the EPA WAM for review and approval. Distribution materials will be printed by EPA. The contractor shall be provided mailing lists and distribution information in order to provide workshop announcement and handouts to the participants of the workshop. This shall be accomplished within 15 days of work assignment receipt.
- Task 2-5: Preliminary development of a program workshop document (for day one) including extended abstracts, agenda, list of speakers, and power point slides shall be submitted in draft form within 9 days of work assignment receipt. Preliminary development of a bound document (handout for day two) including case studies and list of attendees shall be submitted in draft form within 9 days of work assignment receipt.
- Task 2-6: All handouts and evaluation documents will be distributed at the beginning of the meeting on March 31, 2009.

- Task 2-7: Distribute an EPA provided workshop evaluation document and prepare a summary report on the meeting within 30 days of the meeting.
- Task 2-8: Prepare, synthesize and make available on-line the extended abstracts and presentations of the workshop within 45 days of the meeting.

## **6. TRAVEL**

“Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in 2 day workshop on March 31 – April 1 2009 in Cincinnati, OH.

## **7. ACCEPTANCE CRITERIA**

Final products will be produced by the Contractor upon the EPA WAM's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WAM, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

## **8. MANAGEMENT CONTROLS**

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WAM's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WAM.

The EPA WAM may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WAM is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO and the EPAWAM or alternate EPA WAM are the primary representatives of the Contracting Officer authorized to provide technical direction.